

FY 2004 Carryover Certification Instructions

The Carryover Certification Form is used to calculate and certify the final carryover amount for a reimbursable project. It should be completed and submitted to the Budget Office as soon as the final year-end project balances are available. Initial carryover allotment amounts will be adjusted based on the Carryover Certification.

Below is a description of the data to be entered on the Carryover Certification form:

<u>Field Name</u>	<u>Description</u>
NOAA Line Office	Name of the NOAA Line Office.
Reimbursable Agreement Number	The Reimbursable Agreement Number identifying the agreement that extends into the next fiscal year.
CAMS Project Code	The CAMS project code supported by the reimbursable agreement. A separate sheet should be used for each project if there is more than one project supported by the reimbursable agreement.
CAMS Project Name	The name associated with the CAMS Project Code cited above.
Sponsoring Agency	The Federal agency or other organization that is transferring the funds to NOAA.
Type of Funds	Indicate how long the funds are available for use (2 years, 3 years, no year money).
Year	Fiscal year of the agreement.
New Funding	Amount of funding provided in that year for the reimbursable agreement.
Prior Year Carryover	Amount of any funds that were carried over from the previous fiscal year.
Accrued Costs	Costs incurred for the fiscal year.
Undelivered Orders	Amount of undelivered orders remaining at the end of the fiscal year.
Carryover	Calculate (New Funding + Prior Year Carryover - Accrued Costs - Undelivered Orders) and the result is your carryover amount to be entered here.

Direct project to be charged if FY 2004 costs exceed actual carryover

FY 2004 costs that are in excess of the actual carryover will be charged to this project.
Carryover Certification forms that do not cite a direct project will be returned by the Budget Office.

Allotment Distribution

For each quarter, the amount the Budget Office should establish as the allotment for the project. The total of the four quarters should not exceed the total carryover. (The allotment for any new funding will be entered from the data on the RA/TWA Acceptance Data Sheet.)

Name, Title, and Date

Signature and typed or printed name and title of preparer and the date signed.

Email Address

Email address of the preparer.

NOAA Budget Office section:
Estimated carryover

The NOAA Budget Analyst should enter the estimated carryover amount that was entered as the allotment for the beginning of the fiscal year.

Carryover computed above

The carryover amount computed by the Line Office should be entered on this line.

Adjusted allotment amount

The difference between the two amounts should be entered as the adjusted allotment amount.

Budget Analyst Name and Date

Signature and typed or printed name of the Budget Analyst and the date signed.